



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE**  
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PDTATAC/tmc

2 November 2002

**CIVILIAN TRAVEL DETERMINATION**

TO: SEE DISTRIBUTION

SUBJECT: CAP Item 25-98 -- Funded Environmental and Morale Leave (FEML)

1. **SYNOPSIS:** This item authorizes round-trip transportation at Government expense for employees and their dependents from a foreign PDS in an area where living conditions are extraordinarily difficult (FEML location ) to a location (FEML destination) where the climate, altitude or environment is sufficiently different from that at the PDS.
2. The Committee Chair has approved the attached changes to the Joint Travel Regulations, Vol. 2, (JTR), made in CAP Item 25-98, for publication. These changes are *effective 2 November 2002* and are scheduled to appear in JTR change number 448, dated 1 February 2003.

*//approved by W. B. Tirrell, Sr. 11-04-02//*  
S. W. Westbrook  
Director

Attachment:  
As stated

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## JTR CHANGE

**JTR, Chapter 6 revised by adding a new Part P, Funded Environmental and Morale Leave (FEML)**

### **C6700 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION**

A. Policy. The FEML policy established in DoD Directive 1327.5 (Leave and Liberty), subsection 6.19 is also used for civilian employees.

B. Eligibility

1. Employees. An employee is eligible for FEML if stationed at an authorized FEML PDS (see Appendix S) for 24 consecutive months or more.
2. Dependents. Dependent(s) are eligible for FEML if the:
  - a. employee is authorized to have dependents at the PDS, and
  - b. the dependents reside with the employee at the FEML PDS.

C. Limitation

1. Number of FEML Trips
  - a. The number of FEML trips eligible employee/dependents may take depends on the employee's tour length, as shown in the table below:

Tour Length	Number of FEML Trips Authorized
a. at least 24 months, but less than 36 months	1
(1) tour <i>extended</i> at least 12 months	1 additional
b. at least 36 months.	2
(1) tour <i>extended</i> for any length of time	0 additional

- b. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.
    - c. Personnel *signing renewal agreements* are authorized additional FEML trips based on the above table.

2. Time Limitation. FEML travel by employees/dependents should not be performed within 6 months of the beginning or the end of the tour. Major commands are authorized, on a case-by-case basis, to waive the six-month rule when appropriate. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.***

D. FEML Locations/Destinations. For a list of authorized FEML locations/destinations, see Appendix S.

1. FEML Location. A PDS, where FEML is authorized, listed in Appendix S.
2. Authorized Destination. The destination location authorized for a FEML PDS, listed in Appendix S.
3. Alternate Destination(s). A destination location, or multiple destination locations, (other than the authorized destination listed in Appendix S) an employee selects. Travel to and from the alternate location(s) is official travel and contract city pair fares may be used. If the employee travels to a more expensive alternate destination city pair fares are not authorized to the alternate destination.
4. Location Designation/Recertification
  - a. Designating Authority. USD (P&R) is the designating authority for FEML locations/destinations:
  - b. Designation Requests. Forward requests for designations through Combatant Command channels to USD (P&R). USD (P&R) must recertify FEML location/destination designations every two years.
  - c. Re-certification Requests. Forward recertification requests through Combatant Command channels to reach USD (P&R) ***before*** the indicated recertification date.

E. Transportation

1. Employee/Dependent. Employees and dependents may travel together or independently.
2. Restrictions. An employee/dependent(s) taking a FEML trip:
  - a. must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or
  - b. may use commercial air transportation if military air transportation is not reasonably available, and
  - c. may not use cruise or tour packages.

***NOTE: Commanders must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant***

***circumstances (including those personal to the employee) that affect scheduling FEML.***

3. Procurement. Commercial air transportation may be purchased by the Government or employee from the CTO (see par. C2207).

4. Reimbursement

a. Transportation and expenses (i.e., ground transportation) between the employee's PDS and the authorized air terminal may be reimbursed. (*See par. C4657, and Chapter 2, Part C.*)

b. Reimbursement for transportation to alternate destination(s) shall not exceed the cost of Government-procured transportation between an employee's FEML PDS and the authorized destination plus the cost of ground transportation as noted in par. C6700-E4a above.

5. Transportation Funded by a Host Government. If an employee/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for an FEML trip.

F. Charge to Leave. See DoD Civilian Personnel Manual (DoD 1400.25-M) Subchapter 630 Leave, and Subchapter 1260, Home Leave.

G. Dual Entitlements. Employees or eligible family members may not receive dual entitlements. Therefore, the spouse (or other family member) of an employee, who is serving at the PDS as a member of a uniformed service or as an employee of the same or another U.S. Government agency, is eligible for FEML travel as the employee's family member provided the other agency or uniformed service does not provide comparable benefits.

H. Repayment of FEML Transportation Costs. An employee must repay FEML transportation costs if the applicable tour specified in par. C6700-C1 is not completed, unless the lack of completion is a result of:

1. transfer for compassionate reasons,
2. management-initiated transfer,
3. involuntary separation through no fault of the employee, or
4. a short curtailment required to accommodate training needs or reporting date adjustments between losing and gaining PDSs.

I. Legal Authority for this Part. 10 U.S.C. §1599B; 22 U.S.C. §4081(6)

**NOTE TO EDITOR: REVISE THE JTR TO ADD THE FOLLOWING NEW APPENDIX S AND REVISE THE JFTR APPENDIX S TO READ AS FOLLOWS:**

## APPENDIX S

### AUTHORIZED FEML LOCATIONS/DESTINATIONS

The following are authorized FEML locations/destinations *for members (and their dependents) and, effective 2 November 2002, for civilian employees and their dependents:*

<u>Authorized FEML Location</u>	<u>Command Region</u>	<u>Authorized Destination</u>	<u>Recertification Due Date</u>
Albania, Tirana	European	Frankfurt	1 January 2003
Argentina	Southern	Miami	31 May 2003
Armenia, Yerevan	European	Frankfurt	1 January 2003
Australia, Alice Springs	Pacific	Honolulu	31 August 2003
Australia, Exmouth	Pacific	Perth	31 August 2003
Australia, Learmonth	Pacific	Perth	31 August 2003
Azerbaijan, Baku	European	Frankfurt	1 January 2003
Bahrain	Central	Frankfurt	31 October 2004
Bangladesh	Pacific	Honolulu	31 August 2003
Barbados	Southern	Miami	31 May 2003
Belarus	European	Frankfurt	1 January 2003
Belize	Southern	Miami	31 May 2003
Bolivia	Southern	Miami	31 May 2003
Botswana	European	Frankfurt	1 January 2003
Brazil	Southern	Miami	31 May 2003
Bulgaria	European	Frankfurt	1 January 2003
Burma	Pacific	Honolulu	31 August 2003
Cambodia, Pnom Penh	Pacific	Honolulu	31 August 2003
Cameroon	European	Frankfurt	1 January 2003
Canada, British Columbia, Masset	Atlantic	Vancouver	30 April 1999
Chad	European	Frankfurt	1 January 2003
Chile	Southern	Miami	31 May 2003
China, Beijing	Pacific	Honolulu	31 August 2003
Columbia	Southern	Miami	31 May 2003
Croatia, Zagreb	European	Frankfurt	1 January 2003
Cyprus	European	Frankfurt	1 January 2003
Democratic Republic of Congo	European	Frankfurt	1 January 2003
Djibouti	Central	Frankfurt	31 October 2004
Dominican Republic	Southern	Miami	31 May 2003

Ecuador	Southern	Miami	31 May 2003
Egypt	Central	Frankfurt	31 October 2004
El Salvador	Southern	Miami	31 May 2003
Eritrea, Asmara	Central	Frankfurt	31 October 2004
Estonia	European	Frankfurt	1 January 2003
Ethiopia, Addis Ababa	Central	Frankfurt	31 October 2004
Fiji	Pacific	Honolulu	31 August 2003
Gabon, Libreville	European	Paris	31 October 2004
Georgia, Tbilisi	European	Frankfurt	1 January 2003
Ghana, Accra	European	Frankfurt	1 January 2003
Greece, Athens	European	Frankfurt	1 January 2003
Greece, Larissa	European	Frankfurt	1 January 2003
Greenland, Thule *	Space	Baltimore	31 March 2004
Guatemala	Southern	Miami	31 May 2003
Guyana, Georgetown	Southern	Miami	31 May 2003
Haiti	Southern	Miami	31 May 2003
Honduras	Southern	Miami	31 May 2003
Hong Kong	Pacific	Los Angeles	31 August 2003
India, New Delhi	Pacific	Honolulu	31 August 2003
Indonesia	Pacific	Honolulu	31 August 2003
Israel, Tel Aviv	European	Frankfurt	1 January 2003
Ivory Coast	European	Frankfurt	1 January 2003
Jamaica	Southern	Miami	31 May 2003
Jordan	Central	Frankfurt	31 October 2004
Kazakhstan, Almaty	Central	Frankfurt	31 October 2004
Kenya	Central	Frankfurt	31 October 2004
Kuwait	Central	Frankfurt	31 October 2004
Kyrgyzstan, Bishkek	Central	Frankfurt	31 October 2004
Latvia	European	Frankfurt	1 January 2003
Lithuania, Vilnius	European	Frankfurt	1 January 2003
Macedonia	European	Frankfurt	1 January 2003
Malaysia, Kuala Lumpur	Pacific	Sydney	31 August 2003
Mali, Bamako	European	Frankfurt	30 April 2002
Marshall Islands, Majuro	Pacific	Honolulu	31 August 2003
Mexico	Southern	San Antonio	31 May 2003
Moldova, Chisnau	European	Frankfurt	1 January 2003
Mongolia, Ulaanbaatar	Pacific	San Francisco	31 August 2003
Morocco	European	Frankfurt	1 January 2003
Mozambique	European	Frankfurt	1 January 2003
Namibia, Windhoek	European	Frankfurt	30 April 2002

Nicaragua	Southern	Miami	31 May 2003
Niger, Niamey	European	Frankfurt	1 January 2003
Nigeria	European	Frankfurt	1 January 2003
Oman	Central	Frankfurt	31 October 2004
Pakistan	Central	Frankfurt	31 October 2004
Panama, Panama City	Southern	Miami	31 May 2003
Paraguay	Southern	Miami	31 May 2003
Peru	Southern	Miami	31 May 2003
Philippines, Metro Manila	Pacific	Honolulu	31 August 2003
Poland	European	Frankfurt	1 January 2003
Qatar	Central	Frankfurt	31 October 2004
Romania	European	Frankfurt	1 January 2003
Russia, Moscow	European	Frankfurt	1 January 2003
Rwanda, Kigali	European	Frankfurt	1 January 2003
Saudi Arabia	Central	Frankfurt	31 October 2004
Senegal	European	Frankfurt	1 January 2003
Singapore	Pacific	Sydney	31 August 2003
South Africa	European	Frankfurt	1 January 2003
Sri Lanka, Columbo	Pacific	Frankfurt	31 August 2003
Suriname	Southern	Miami	31 May 2003
Syria	European	Frankfurt	1 January 2003
Tanzania, Dar Es Salaam	European	Frankfurt	30 April 2002
Thailand, Bangkok	Pacific	Honolulu	31 August 2003
Thailand, Chiang Mai	Pacific	Honolulu	31 August 2003
Trinidad, Port of Spain and Tobago	Southern	Miami	31 May 2003
Tunisia	European	Frankfurt	1 January 2003
Turkey, Ankara	European	Frankfurt	1 January 2003
Turkey, Izmir	European	Frankfurt	1 January 2003
Turkmenistan, Ashgabat	Central	Frankfurt	31 October 2004
Uganda, Kampala	European	Frankfurt	1 January 2003
Ukraine, Kiev	European	Frankfurt	1 January 2003
United Arab Emirates	Central	Frankfurt	31 October 2004
Uruguay	Southern	Miami	31 May 2003
Uzbekistan, Tashkent	Central	Frankfurt	31 October 2004
Venezuela	Southern	Miami	31 May 2003
Vietnam, Hanoi	Pacific	Honolulu	31 August 2003
Yemen	Central	Frankfurt	31 October 2004
Zambia, Lusaka	European	Frankfurt	31 October 2004
Zimbabwe	European	Frankfurt	1 January 2003

\* Exception to the 24-month tour requirement approved by ASD(FMP) on 18 March 2002 memo for uniformed personnel.